

APPENDIX GMILITARY SPECIFICATIONS, STANDARDS, HANDBOOKS, AND BULLETINSA. GENERAL

Military specifications shall be prepared in accordance with MIL-STD-961 (reference (x)). Military standards, handbooks, and bullet ins shall be prepared in accordance with MIL-STD-962 (reference (y)). Military standardization documents shall be processed in accordance with the general standardization requirements in Chapters 4 and 5 of this Manual, and the supplementary requirements in this Appendix.

B. MILITARY STANDARDIZATION DOCUMENT DEVELOPMENT PROCESS

Figure G-1 depicts the typical development process for a coordinated military standardization document.

1. Determine the Need. Besides the criteria in subsection B.1. of Chapter 4 and Appendix K for determining the need for military standardization documents, the following criteria applies:

a. NGSS, CIDs, or Federal specifications or standards shall be developed to describe commercial products or processes.

b. Military specifications and standards shall be developed or updated only for items that have military-unique requirements.

c. Unless a NGS exists or could be developed, military handbooks may be developed to provide guidance on the use or application of commercial products and practices, as well as for military products and practices.

d. Since military bulletins do not have a commercial equivalent type document, they may be developed when the need arises.

2. Standardization Protect Approval. As a minimum, the LSA should use the questions in Appendix K as guidance for determining project approval. Generally, projects for military standardization documents shall be coordinated, unless:

a. The Preparing Activity can demonstrate to the satisfaction of the LSA that the product or process is unique to one Military Department or Defense Agency.

b. Prior coordination efforts resulted in the other Military Departments or Defense Agencies declaring no interest.

c. An urgent procurement need requires issuance of an interim document. In this case, the LSA shall also issue a coordinated project that must be completed in 2 years.

3. Drafting the Military Standardization Document. Besides the general requirements in section C. of Chapter 5, the following administrative requirements apply:

a. Military specifications and standards are sometimes the source documents for DIDs. If the military specification or standard is a source document for a DID, then it must be cleared by the OSD AMSDL Clearance Office and assigned an AMSC number that shall appear in the lower left-hand corner of the first page. Military handbooks and bulletins shall not be source documents for DIDs and shall be marked "AMSC N/A" in the lower left hand corner of the first page. (See subsection C1. of Chapter 5.)

b. Distribution statements for military standardization documents shall be in accordance with subsection C.2. of Chapter 5. Since military standardization documents are intended, in part, to promote competition, the Preparing Activity is encouraged to avoid including sensitive technology that would require other than the use of "Distribution Statement A."

c. Military specifications may contain qualification requirements (see Appendix B) .

4. Coordination. Most military standardization documents should be coordinated ones, and Preparing Activities shall coordinate them with the LSA, Custodians, Review Activities, other DoD users, and a representative segment of industry. Military standardization documents may also be coordinated with civilian Agencies and any other users. Limited coordinated military standardization documents shall be coordinated with the LSA, Review Activities in the Military Department or Defense Agency, other DoD users, and a representative segment of industry. Interim documents do not require coordination, but a coordinated document shall be coordinated shortly after approval of the interim in order to meet the 2-year completion requirement.

C. KEY ACQUISITION STANDARDIZATION DOCUMENTS

Preparing Activities and LSAS shall involve the DASD(PR) in the standardization project initiation, coordination, and document approval for those military specifications, standards, or handbooks designated as "key acquisition standardization documents" in the SD-1 (reference (t)). Only the DASD(PR) may designate a document as a "key acquisition standardization document."

1. Standardization Project Initiation. The cognizant LSA shall forward Preparing Activity requests to the OASD(P&L) SPD to initiate standardization projects for all key acquisition standardization documents. As a minimum, the request shall address all of the questions in Appendix K. The request shall also identify any other key acquisition standardization documents the document affects or is effected by, and what steps were or will be taken to ensure consistency and integration of requirements between the related key acquisition standardization documents. The LSA shall not assign a project number until the DASD(PR) approves the request. If the LSA believes a proposed new military specification, standard, or handbook falls under the definition of a "key acquisition standardization document," even though the document is not listed as such in reference (t), the LSA may forward that request to the OASD(P&L) SPD for approval with justification for designating the document as a "key acquisition standardization document."

2. Coordination. The Preparing Activity shall coordinate the key acquisition standardization document with the OASD(P&L) SPD and the OSD focal point listed in reference (t) for that document. As a minimum, the coordination package shall include the following:

- a. A copy of the draft document.
- b. Any related DIDs.
- c. A complete coordination list.
- d. A discussion of any other key acquisition standardization documents the document affects **or is** effected by, and whether the requirements are consistent and fully integrated with the requirements of the related key acquisition standardization documents.

3. Document Approval. Only the DASD(PR) can approve a key acquisition standardization document. After all coordination comments have been resolved, the Preparing Activity shall send an

undated final copy of the document to the OASD(P&L)SPD for approval. The Preparing Activity shall also include a copy of all of the coordination comments and their resolution. If approved, the DASD(PR) shall provide an approval memorandum that must accompany the final document to the DoDSSP for printing, indexing, and distribution. The DoDSSP shall not print any key acquisition standardization documents without the approval memorandum. If the key acquisition standardization document requires clearance for data requirements (see subsection C1. of Chapter 5), the Preparing Activity may submit the document to the OASD(P&L)SPD at the same time it is sent for clearance of data requirements.

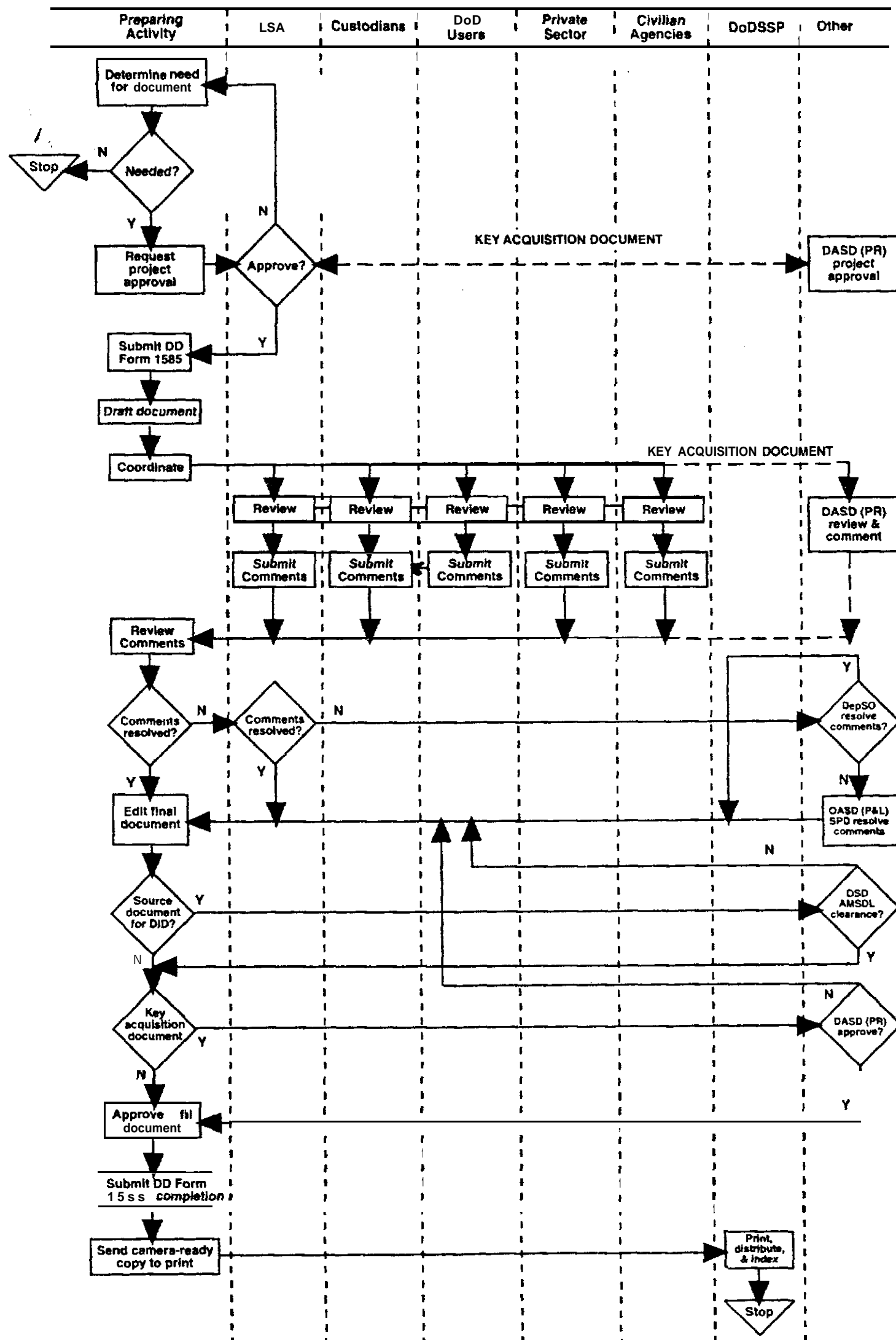


Figure G-1. Typical Development Process for Military Standardization Documents